



## MEMBERSHIP TRANSFER KIT

### Introduction

Schuss Ski Club formed in the early 1970's to facilitate snow sports in the Victorian highlands for South Australian's. Schuss Ski Club Ltd formed in the late 1970's. Schuss Alpine Club (Schuss Ski Club Ltd) is an incorporated sports club of 532 Members. The Club now has members all over Australia.

Membership of the Schuss Alpine Club offers a number of advantages and privileges, including:

- Access to lodges at three of Australia's premiere Alpine Resorts. Mount Buller | Falls Creek | Thredbo
- No annual fees
- Priority bookings
- Accommodation at Members rates
- Affiliate rates for the Members family and friends (conditions apply)
- Memberships may be sold to approved purchasers at privately negotiated prices

### To Transfer or Obtain a Membership

Under the Articles of Association of Schuss Ski Club Ltd. People may join the Club only by obtaining the Membership Rights of a Resigning Member.

*(Unless the Club decides to increase its membership.)*

The Club maintains a list of Members interested in transferring their Membership and a list of Buyers interested in obtaining a Membership.

Both lists contain the preferred contact details for the person interested in making a transaction.

The negotiation of the Membership transfer is between the Resigning Member and the Applicant. The Club encourages both parties to know whom they are engaging/communicating with and to ensure they are a natural person. Please contact [membership@schuss.com.au](mailto:membership@schuss.com.au) to confirm details.

The Applicant and the Resigning Member (or Members Estate) are responsible for:

- arranging the transfer and negotiating of any sale price,
- the completion of all associated documentation
- payment of the Club's Membership Transfer Fee.

*If the transaction is on behalf of a Members Estate, relevant documentation must be supplied.*

There are THREE forms to be completed as part of the process

1. APPLICATION FOR MEMBERSHIP (page 3) OR  
NOTIFICATION OF INTENTION TO TRANSFER MY MEMBERSHIP (page 4)
2. NOTIFICATION OF TRANSFER OF MEMBERSHIP (page 5)
3. CONFIRMATION OF TRANSFER OF MEMBERSHIP RIGHTS - PART 1 and PART 2 (page 6)

The steps involved are as follows –

1. The Applicant (intending buyer) forwards a completed copy of the **APPLICATION FOR MEMBERSHIP** form to [membership@schuss.com.au](mailto:membership@schuss.com.au)
2. The Applicants details are then made available with any existing Members of the Schuss Ski Club Ltd. whom are considering transferring their Membership
3. The Applicant and Resigning Member agree to transfer the Membership. The nature of the agreement is entirely the responsibility of the two parties (eg. Verbal, exchange of written communication of intent, etc). **No funds are to change hands at this time.**
4. The Resigning Member forwards a completed copy of the **NOTIFICATION OF TRANSFER** to [membership@schuss.com.au](mailto:membership@schuss.com.au)
5. The transfer is considered for approval by the Board of Directors at the next proposed Board Meeting. Board Meetings are commonly held monthly. Note, Article 3.3.3 provides that Directors may accept or reject an application to transfer a Membership without giving their reasons and in any event, an application must be rejected if any two Directors vote for rejection.
6. The Membership Secretary notifies the Applicant and Resigning Member of the Boards decision.
  - If the Transfer is rejected no further steps are required.
7. If the Transfer is approved
  - The Applicant and Resigning Member are to finalise the transaction as agreed (eg. Transfer of funds)
  - The Resigning Member forwards a copy of the **CONFIRMATION OF TRANSFER RIGHTS** – with **PART 1** completed by the Resigning Member to the Applicant.
  - The Applicant completes and forwards a copy of the **CONFIRMATION OF TRANSFER RIGHTS** – with **PART 1** completed by the resigning Member and **PART 2** completed by the Applicant to the Membership Secretary – [membership@schuss.com.au](mailto:membership@schuss.com.au)
  - The Club will raise an invoice to the Applicant for the \$500.00 Transaction Fee payable to the Club. This fee must be paid for the Transfer to be deemed as completed.
8. Once all steps above are completed, the Club will then update the Membership Register of Schuss Ski Club Ltd., and add the new Members email to the Newsletter circulation and notify the Booking Secretary to allow bookings at Members rates.
9. The Applicant will receive communication Welcoming them to the Schuss Alpine Club along with the details of their Membership.
10. The Resigning Member will receive communication notifying them of the completion of the transfer of Membership and the Club will remove their details from the Booking and Newsletter platforms.

**PLEASE NOTE**

Bookings will not be accepted at Members Rates until the Transaction Fee to the Club is deemed as paid and all completed documentation as highlighted within this kit is fully completed and supplied to the Membership Secretary.

We are a Club run by its Members. We deem it your responsibility to follow the steps outlined within this kit, allowing for a smooth transition between incoming and outgoing Members.



## APPLICATION FOR MEMBERSHIP | page 3

to be completed by the Applicant and forwarded to the Membership Secretary [membership@schuss.com.au](mailto:membership@schuss.com.au)

I, \_\_\_\_\_ (insert full name)

of \_\_\_\_\_ (Insert full address)

Mobile phone number \_\_\_\_\_ Email address \_\_\_\_\_

The following existing Members of the Schuss Alpine Club are known to me. I grant the Club my permission to discuss my application with them. (Leave blank if not applicable)

\_\_\_\_\_ (insert names and contact number/s)

\_\_\_\_\_ (insert names and contact number/s)

\_\_\_\_\_ (insert names and contact number/s)

I confirm and/or understand

- I have visited the Clubs website – [schuss.com.au](http://schuss.com.au) – and have familiarised myself with how the Club is run and maintained. I have read and hereby agree to uphold the Club’s [Code of Conduct](#).
- The details on this form will be shared with any existing Members of the Schuss Ski Club Ltd whom are considering selling their Membership, and that those people will be contacting me direct. It is my responsibility to be certain of their identification before coming to an agreement to purchase any Membership and before I transfer any funds.
- I will not be granted Membership of the Schuss Ski Club Ltd. until the Board of Directors approves my application, and following such approval, I finalise the transaction with the Resigning Member and forward a copy of the **CONFIRMATION OF TRANSFER** form to the Membership Secretary [membership@schuss.com.au](mailto:membership@schuss.com.au) and pay the Club’s transaction fee.

\_\_\_\_\_ (signature of applicant)

\_\_\_\_\_ (date)



## NOTIFICATION OF INTENTION TO TRANSFER MY MEMBERSHIP | page 4

To be completed by the Resigning Member and forwarded to the Membership Secretary [membership@schuss.com.au](mailto:membership@schuss.com.au) if you are wanting to transfer your Membership.

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### RESIGNING MEMBER

(if you do not understand why you are being requested to sign this form, you should contact the Membership Secretary – [membership@schuss.com.au](mailto:membership@schuss.com.au) )

I, \_\_\_\_\_ (insert full name)

of \_\_\_\_\_ (Insert full address)

Mobile phone number \_\_\_\_\_ Email address \_\_\_\_\_

Being the owner of Membership Number \_\_\_\_\_ of the Schuss Ski Club Ltd. hereby notify the Board of Directors of my intending resignation from the Club and that I wish for my details to be made available to any Applicant who has expressed an interest in obtaining a Membership.

I understand

- The Club's preferred method of communication is email, and that the email supplied is to be used for all Club communication.
- It is my responsibility to update the Club with my contact details and to stay in contact with the Club for the duration of my Membership.
- Any financial arrangement is between myself and the approved Applicant. It is my responsibility to qualify the Applicant and ensure they are a natural person.
- My Membership of the Schuss Ski Club Ltd. will not be transferred until the Board of Directors approves my Application for Transfer, and following such approval, I finalise the transaction with the approved Applicant and forward them a copy of the **CONFIRMATION OF TRANSFER** form.
- In the event that the transfer of membership is not finalised within sixty days of the granting of the approval from the Membership Secretary, the Board approval of this Notification of Membership expires.

\_\_\_\_\_  
signature of Resigning Member

\_\_\_\_\_  
date



## NOTIFICATION OF TRANSFER OF MEMBERSHIP | page 5

To be completed by the Resigning Member and approved Applicant and forwarded to the Membership Secretary [membership@schuss.com.au](mailto:membership@schuss.com.au) for consideration and approval or rejection at the next Board meeting.

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### RESIGNING MEMBER

(if you do not understand why you are being requested to sign this form, you should contact the Membership Secretary – [membership@schuss.com.au](mailto:membership@schuss.com.au) )

I, \_\_\_\_\_ (insert full name)

of \_\_\_\_\_ (Insert full address)

Mobile phone number \_\_\_\_\_ Email address \_\_\_\_\_

Being the owner of Membership Number \_\_\_\_\_ of the Schuss Ski Club Ltd. hereby notify the Board of Directors of my intending resignation from the Club and that I wish to transfer my Membership rights to the following APPLICANT whose Application for Membership has been approved by the Membership Secretary.

\_\_\_\_\_  
signature of Resigning Member

\_\_\_\_\_  
date

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### APPLICANT

I, \_\_\_\_\_ (insert full name)

of \_\_\_\_\_ (Insert full address)

Mobile phone number \_\_\_\_\_ Email address \_\_\_\_\_

Hereby confirm my intention to purchase the Membership rights of Membership No. \_\_\_\_\_

Upon approval of this Transfer of Membership, by the Board of Directors.

I understand

- The Club's preferred method of communication is email, and that the email supplied is to be used for all Club communication.
- It is my responsibility to update the Club with my contact details and to stay in contact with the Club for the duration of my Membership.
- I will not be granted Membership of the Schuss Ski Club Ltd. until the Board of Directors approves my application, and following such approval, I finalise the transaction with the Resigning Member and forward a copy of the **CONFIRMATION OF TRANSFER** form to the Membership Secretary [membership@schuss.com.au](mailto:membership@schuss.com.au) and pay the Club's transaction fee.
- In the event that the transfer of membership is not finalised within sixty days of the granting of the approval from the Membership Secretary, the Board approval of this Notification of Membership expires.

\_\_\_\_\_  
signature of Applicant

\_\_\_\_\_  
(date)



## CONFIRMATION OF TRANSFER OF MEMBERSHIP RIGHTS

### PART 1 and PART 2 | page 6

MEMBERSHIP NUMBER \_\_\_\_\_

It is the Applicants responsibility to forward a completed copy of this form to the Membership Secretary – [membership@schuss.com.au](mailto:membership@schuss.com.au)

#### **PART 1 - RESIGNING MEMBER**

To be completed and signed by the Resigning Member when the sale of Membership is completed to their satisfaction and any agreed funds are paid in full.

I, \_\_\_\_\_ (insert full name)

of \_\_\_\_\_ (Insert full address)

Mobile phone number \_\_\_\_\_ Email address \_\_\_\_\_

Being the owner of Membership Number \_\_\_\_\_ of the Schuss Ski Club Ltd. hereby notify the Board of Directors that the transfer of my membership rights are now completed to my satisfaction and that I hereby advise that my membership rights are now transferred to the Applicant as approved by the Board of Directors at the Board Meeting dated \_\_\_\_\_ (insert date)

#### **If the following is relevant YOU MUST COMPLETE –**

I hereby notify the Club that the Applicant is my child or grandchild.

And as so I can claim Affiliate status under Clause 3.6.2(f) of the Schuss Ski Club Ltd. Articles of Association and request my details are maintained within the Membership Registry to reflect my status regarding Membership Number \_\_\_\_\_.

\_\_\_\_\_  
signature of Resigning Member

\_\_\_\_\_  
date

#### **PART 2 - APPLICANT**

To be completed by the Applicant (buyer) when the transfer of a Membership is completed to the Applicants satisfaction.

I, \_\_\_\_\_ (insert full name)

of \_\_\_\_\_ (Insert full address)

Mobile phone number \_\_\_\_\_ Email address \_\_\_\_\_

I hereby notify the Board of Directors that the transfer of the above Membership Number is now completed to my satisfaction. I have paid the transfer of \$500.00 to the Schuss Alpine Club as invoiced.

I request that my Membership Application to the Schuss Ski Club Ltd. is now finalised.

\_\_\_\_\_  
signature of Applicant

\_\_\_\_\_  
date